

ALL ENTRIES MUST BE MADE IN BLACK INK TO ENSURE A CLEAR IMAGE ON MICROFILM OR PHOTOCOPY. DO NOT USE WATER SOLUBLE INK OR FELT PEN.

Instructions for the officiant completing the License and Certificate of Marriage

- Where to File the Marriage Record:** Section 15-3-12 of the General Laws of the State of RI requires the officiant to file the marriage record with the city or town office WHERE THE LICENSE WAS ISSUED (see Item 15d) within 72 hours of the ceremony.
- Signatures and Printed Names:** Rhode Island law requires the officiant and witnesses to sign their names in black ink and to type or clearly print their names in black ink in the items provided. Please do not use water-soluble ink or felt pen.
- Corrections:** If an error occurs, do not use liquid correction fluid or correction tape. Consult with the city or town clerk before making corrections.
- Items 15a-b – Dates of Issuance & Expiration** This marriage license is valid ONLY for three (3) months from the date of issuance (item 15a) and expires on the date of expiration (item 15b).
- Item 15c – Where the Ceremony Must Occur** If either the bride or groom is a resident of Rhode Island, the marriage license is valid and the ceremony may take place in any city or town in Rhode Island (item 15c).
- If neither the bride nor the groom are residents of Rhode Island, the marriage license is valid ONLY IN THE CITY OR TOWN where the marriage license was issued (item 15d). The ceremony must take place in the city or town listed in Item 15c.
- Item 16a – City/Town of Marriage** List the name of the city or town. Do not list village names, such as Hope Valley, Bradford, etc.
- Item 16b – Date of Marriage** Enter the first three letters of the month name, e.g., Jan., Feb., etc., rather than numbers.
- Item 16c – Type of Ceremony** Specify religious or civil. Do not leave blank.
- Items 16f – Denomination/Name of Court** Specify denomination. If non-denominational, so indicate. If the Rhode Island General Assembly passed legislation permitting the officiant to perform this marriage, please list the Bill Number. Enclose the Bill with the marriage record when filing with the city or town office listed in Item 15d.
- Items 17a-18b – Witnesses** There must be two (2) witnesses in addition to the officiant, bride and groom. Witnesses must be 18 years of age or older. If honor attendants are under age 18, other persons of legal age who are present at the ceremony must sign as witnesses.

NOTE: If marriage does not take place, the bride or groom must return the license to the clerk's office where the license was issued, as required by Section 15-2-8 of the General Laws of Rhode Island.

FORM REQUIRED BY SECTION 15-2-1 OF THE GENERAL LAWS OF RHODE ISLAND.